

Processing Payroll - Journal Entries

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Processing Payroll - Journal Entries

Processing Payroll - Journal Entries Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

The Payroll Cycle is controlled by the Payroll ID. In Pre-payroll the Payroll ID is used to select the employees to be paid. The same Payroll ID is used for all steps of the Payroll Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously.

Pro forma journal entries are preliminary, review-level entries that the system stores in Workfile until after Final Update is run. This workfile is created to prepare the journal entries for review and posting. A Payroll Journal Proof/Edit report (R05229) is created when the workfile is created. This report is used to review the accuracy of the pay cycle information before the system posts the information to the general ledger. The detail and summary information can also be viewed online.

The HR/Payroll Contact creates the payroll journal entries that are used to charge agency costs for payroll.

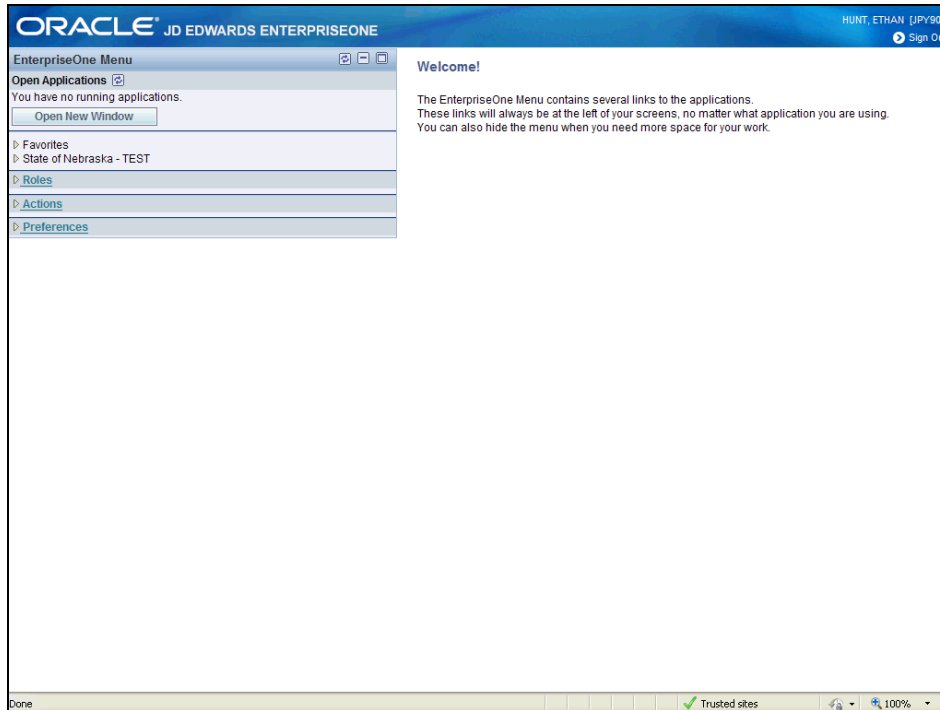
Process Pro Forma Journal Entries Lesson

Procedure


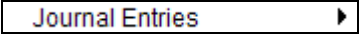
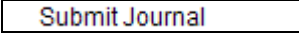
In this lesson you will learn how to process pro forma journal entries.

Training Guide

Processing Payroll - Journal Entries



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Payroll link. <u>Payroll</u>
3.	Click the Payroll Processing link. <u>Payroll Processing</u>
4.	Click the Pay Cycle Workbench link. <u>Pay Cycle Workbench</u>
5.	Choose the Payroll ID on the grid you wish to process Journal Entries by clicking the radio button next to it.
6.	Note: There must be a "1" in the grid row under the Pre-Payroll column. This indicates that the Pre-Payroll is complete.

Step	Action
7.	Click the Row button. 
8.	Click the Journal Entries menu. 
9.	Click the Submit Journal menu. 
10.	Verify the Expense Distribution Code field is set to " 2 ".
11.	Verify the pay date is entered in the Override Accounting Date .

Training Guide

Processing Payroll - Journal Entries

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Pay Cycle Workbench - Payroll Journal Entries

OK Cancel Tools

Payroll ID: 27BWTEST Pay Period Ending Date: 10/24/2010
Payment Date: 11/03/2010


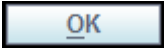
Pay Period Journals

Expense Distribution Code: 2 ☐ Delete Previous Journal Without Regeneration.
Accrual Factor: ☐ Create All Journal Entries in Full Detail.
Override Accounting Date: 11/3/10 ☐ Do not create Payroll Journal Details (F05290)

Accounts Payable Integration

A/P Integration: 1 CREATE VOUCHER DBA'S ☐ Run Accounts Payable Integration Only
Wage Attachment Invoice Date: ☐ Separate Batch for DBAs and Taxes

Done Trusted sites 100%

Step	Action
12.	Click the OK button. 
13.	Click the OK button. 

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Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced


Printer Name QGPL/ONEWORLD

Printer Location EDGE DEFAULT

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

Done Trusted sites 100%

Step	Action
14.	Click the OK button. 

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Pay Cycle Workbench - Work With Pay Cycle Workbench

Select Find Add Close Form Row Tools

Payroll ID User ID NISBSVIK

☒ Both Versions ☐ Pre-Payroll Versions ☐ Interims Only Pre-Payroll Versions

Records 1 - 1 Customize Grid


Payroll ID	Description	User ID	Payment Date	Pay Cycle Code	Pre Payroll	Check	Auto Dep Adv	Auto Deposit	Journal Entries	Reports	Fin Upc
27BWTEST	AGENCY 27 SINGLE EMPLOY...	NISBSVIK	11/03/2010	BW10	1						

Done Trusted sites 100%

Training Guide

Processing Payroll - Journal Entries



Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

Review Journal Entry Payroll Proof/Edit Report

Note: The Journal Entry Payroll Proof/Edit Report (R05229) will be submitted. View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports Training Guides

(http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L3_004_Working_With_Submitted_Reports/Training%20Guide/Working%20With%20Submitted%20Reports_TRAIN.pdf). Choose the Job Details to view (R05229_...) once the Description is "Done".

Note: Please see below for a list of jobs that will appear in the submitted jobs:

R05227 - This is a UBE, no report output

- A UBE is a program that generates reports or runs other programs.

R072902 - This is a UBE, no report output

- See description above.

R04110ZA - Batch Voucher Processor Report

- View this report to see if there are any errors resulting from processing pro forma journal entries and vouchers.

R07411Z1 – Always a blank page.

R074902 – Always a blank page.

R05229 - Payroll Journal Proof/Edit Report

- View this report to verify the accuracy of journal entries. This report should be reviewed for any errors which could cause journal entries to error out when attempting to post to the General Ledger.

R053010 - Labor and Burden Distribution Register

- View this report to see, by fund and business unit within fund, hours worked and wages paid, along with state paid taxes and benefits (health and life insurance, retirement, etc.), for each employee.

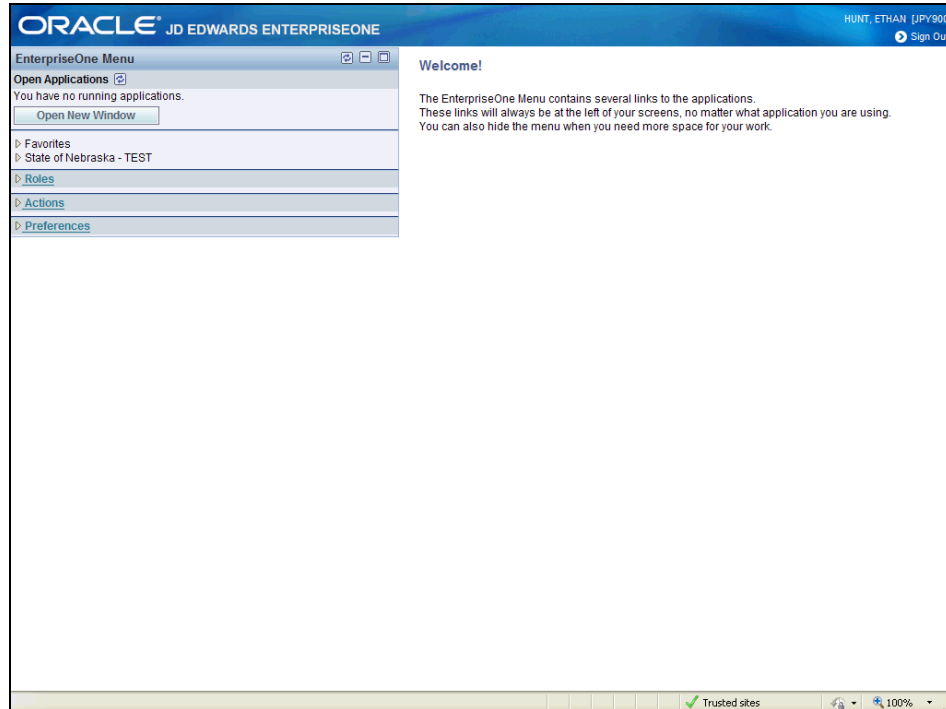
R07354 - This is a UBE, not report output.

- See description above.

Review Journal Entries Online Lesson

Procedure




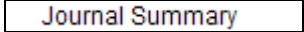
In this lesson you will learn how to review journal entries online.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Pay Cycle Workbench link. Pay Cycle Workbench
5.	Choose the Payroll ID you are processing by clicking the radio button next to it.

Training Guide

Processing Payroll - Journal Entries

Step	Action
6.	Click the Row button. 
7.	Click the Journal Entries menu. 
8.	Click the Journal Review menu. 
9.	Click the Journal Summary menu. 
10.	Verify the G/L Date equals the pay date
11.	Verify an account number appears in the Account Number field

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Pay Cycle Workbench - Work With Compressed Payroll Journals





Select Find Close Row Tools

Batch Number 2316169

Records 1 - 10

	Batch Number	Fund	Doc Type	Reference 2	Fiscal Year	Per No	G/L Date	Labor Period Ending Date	Account Number	Debit Amount
<input checked="" type="radio"/>	2316169	56560	T2	LD110310	10	5	11/03/2010		65070090.511100	2,054
<input type="radio"/>	2316169	56560	T2	LD110310	10	5	11/03/2010		65070090.512100	293
<input type="radio"/>	2316169	56560	T2	LD110310	10	5	11/03/2010		65070090.512300	586
<input type="radio"/>	2316169	56560	T3	BF110310	10	5	11/03/2010		65070090.515100	219
<input type="radio"/>	2316169	56560	T3	BT110310	10	5	11/03/2010		65070090.515200	208
<input type="radio"/>	2316169	56560	T3	BF110310	10	5	11/03/2010		65070090.515400	
<input type="radio"/>	2316169	56560	T3	BF110310	10	5	11/03/2010		65070090.515500	587
<input type="radio"/>	2316169	56650	T2	LD110310	10	5	11/03/2010		65025009.511100	845
<input type="radio"/>	2316169	56650	T2	LD110310	10	5	11/03/2010		65025009.512100	1,409
<input type="radio"/>	2316169	56650	T2	LD110310	10	5	11/03/2010		65025009.512300	563


Done Trusted sites 100%

Step	Action
12.	Click the Go to end button to advance grid to the last row. 
13.	Verify that Journal Entries are in balance (Debit Amount equals Credit Amount)
14.	Click in the Reference 2 field. 
15.	Enter " AW* " into the Reference 2 field.
16.	Click the Find button. 
17.	Verify that T1 and T2 document types balance (Debit Amount and Credit Amount)
18.	Click the Close button. 

Training Guide

Processing Payroll - Journal Entries

Payroll ID	Description	User ID	Payment Date	Pay Cycle Code	Pre Payroll	Check	Auto Dep Adv	Auto Deposit	Journal Entries	Reports	Financials
27BWTEST	AGENCY 27 SINGLE EMPLOY...	NISBSVIK	11/03/2010	BW10	1				1		

Step	Action
19.	Click the Close button. 
20.	You have successfully completed this lesson. End of Procedure.